

E-Mail ALPERSRU X/98

Subj: EFT ALLOTMENT PROCEDURES CLARIFICATION

Ref: (a) Source Data Automation II User Manual, HRSICINST M5231.2, Chapter 20

Introduction HRSIC has been seeing an increase in EFT allotment payments being returned for incorrect account number at the financial institution. Many times this is a result of the member or the PERSRU transposing the account number or the member providing the incorrect financial account number to the PERSRU.

As a reminder, EFT is the only method of payment for individual allotment starts. Allotment check starts may continue for blanket payees (large institutions who receive numerous allotment payments). A project has been initiated at HRSIC to convert all blanket payees to EFT. SDA II displays a listing of allotment payees who have been designated as blanket payees. Members who have non-EFT individual allotments currently running are being notified each month through a LES message requesting them to convert their allotment to EFT.

As we continue to add more and more allotment payments by EFT, it becomes increasingly important that the information is recorded in the system properly. Proper recording of routing and account information will ensure that the payment is made timely and accurately. Some examples follow when filling out an EFT allotment transaction.

Information When filling out an EFT allotment transaction:

As shown on page 20-D-3 of reference (a), to start an EFT allotment, 7 data items must be provided in SDA-II. The fourth item shown is "Account/Policy Number". SDA-II has been modified to change the title of this block to "Bank Account Number." In this block, the PERSRU shall enter the bank account number of the allotment recipient. This is the actual bank account number at the financial institution where the money will be deposited for the third party payee. It is not necessarily the individual's loan/account number.

For the "Name Paid To" field: This is the name of the person to whom the money will be credited. If:

- It is a "D" allotment to a dependent, then record the name of the dependent.
 - It is a "D" allotment for child support, then record the name of the dependent, followed by the case number.
 - It is a "H", "I", or "L" allotment, then record the name of the member followed by the member's SSN.
-
-

Questions Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by / /

M. OMATSU
Acting